

Missouri State Library
Office of the Secretary of State

Library Services & Technology Act
Federal Grant Program

Spotlight on Library Programs Grant Application

Winter 2003

MISSOURI STATE LIBRARY
LSTA Grant Program
Spotlight on Library Programs
Information & Guidelines
Winter 2003

What is this grant program?

Spotlight on Library Programs is a new grant program designed to assist small- and medium-sized public libraries provide programs for youth, adults, families, and seniors. The goals of this program are to provide quality programs to attract people to the library; promote library services to your community; stimulate interest in books, technology and other library services; and provide opportunities for collaboration between libraries and community agencies. The grant is designed to allow libraries with limited resources to hire performing artists, musicians, authors and other professional presenters from outside their own region. This program will be piloted for one year to determine interest and success of the project.

How may the grant funds be used?

Libraries applying for Spotlight grants will be expected to plan and implement a program aimed at a target audience, and meeting the grant goals. Libraries may apply for up to two grants per grant period, choosing among the following categories: children 2 through 11; youth 12-18; adults, families, and seniors. Each grant proposal must be submitted as a separate application. Spotlight grant funds may be used to cover the costs for planning and implementing the programs. There are no restrictions on the types of programs or topics for programs except that they be appropriate to the audience.

Who may apply?

This grant is open to all small and medium sized public libraries with service populations of 110,000 or less, according to the *Statistical Report of Missouri Libraries, Statistics for Fiscal Year 2000*, and certified to receive state aid.

What special considerations apply to this grant?

- Libraries are encouraged to partner with schools and community agencies, where appropriate, to plan the program series, schedule speakers/presenters, and promote the series of programs.
- If applying for funds to conduct programs for young adults, libraries are encouraged to conduct informal discussions with youth to determine program topics that will attract this audience.
- Up to five (5) branches/service centers within a library system may participate in a **single project**.
- At the discretion of the State Library, the State Library may require that an applicant submit additional information or supplemental proposals to receive an award of grant funds.

What amount of funds may be requested?

Libraries may apply for a maximum of \$2500 per library outlet. Up to five branches or service centers per library system may apply for the grants, for a total of \$12,500 per system awarded.

Are local matching funds required?

No local matching funds are required.

For what will this grant pay?

Eligible expenses include, but are not limited to:

- Speakers or presenters (limited to honoraria and expenses).
- Programming supplies and materials.
- Promotion, mailing, photographic, and printing costs.
- Production or exhibit expenses.
- Cost for additional staff or staff hours specifically related to the project. For example, a library may use grant funds to pay an existing part-time employee for extra hours to plan and implement the program, or a library with limited staff may hire a qualified individual at an hourly rate to plan and implement a program.

Ineligible expenses include, but are not limited to:

- Paying existing staff costs (i.e., using grant funds to pay for the hours a regular staff person spends on planning and implementing the programs from grant funds).
- Collection development acquisitions.
- Transportation for field trips.
- Vehicles.

What is the review process?

- Eligible applications are reviewed and evaluated by State Library staff.
- Staff recommendations are submitted to the State Librarian
- State Librarian submits recommendations to Secretary of State.
- Final decision is made by the Secretary of State.
- Only completed application forms from eligible institutions will be reviewed.
- .

What is the application deadline and the grant period?

These applications are accepted quarterly. Please choose your grant cycle from the list below. .

Application Deadline: February 15, 2003 (postmarked or hand delivered)

Project Grant Period: April 1, 2003 – August 31, 2003

Application Deadline: May 9, 2003 (postmarked or hand delivered)

Project Grant Period: July 1, 2003 – December 31, 2003

Application Deadline: August 8, 2003 (postmarked or hand delivered)

Project Grant Period: October 1, 2003 – March 31, 2004

Application Deadline: November 7, 2003 (postmarked or hand delivered)

Project Grant Period: January 1, 2004 – June 30, 2004

How are grant payments made?

Grantees will be awarded 70% of the total grant amount upon completion of the final, executed agreement. A final payment of the remaining grant amount expended will be awarded upon completion of the project and submission of the Final Report and Final Request for Payment, which is due within 30 days of the completion of the project.

No grant funds may be encumbered or expended until the library receives the final executed grant agreement signed by the library representative, the State Librarian, and the Executive Deputy Secretary of State

What reports must grantees make?

A final report is required upon project completion and submission of request for final payment. Forms will be provided. **Note: Support materials will be required as part of the final report.**

Where do I apply?

Mail completed application forms to:

LSTA Coordinator
Missouri State Library
600 West Main Street, P.O. Box 387
Jefferson City, MO 65102-0387

For further information, contact:

Nancee Dahms-Stinson
Missouri State Library, Library Development Division
Telephone 573-751-1821 or (in Missouri) 800-325-0131, ext. 5.
E-mail: dahmsn@sosmail.state.mo.us.

MISSOURI STATE LIBRARY
LSTA Grant Program
Spotlight on Library Programs
Grant Application Instructions
Winter 2003

Please call Kay Callison, Library Development Division, Missouri State Library, 1-800-325-0131, if you have questions about the instructions or application form.

GENERAL INSTRUCTIONS

- Use the enclosed application form. The application form is not to be changed in any way.
- The application will be photocopied for use by the Grant Review Committee. Fill in the library's name at the top of each sheet. The application form and instructions may be photocopied as needed.
- Part II—Narrative is to be typed double-spaced on plain sheets, with the library's name at the top of each sheet. Attach this narrative to the back of the application form.
- Signatures must be included or the application will be ineligible for consideration.
- Failure to give the required information may eliminate your application from consideration.
- Double-check your math in the budget portion. Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Use white 8 ½ x 11" paper. Do not use binders, folders, or notebooks.

ITEMIZED INSTRUCTIONS

Part I

Project number—Leave blank.

Name of library—Give the official, legal name of the library.

Project Director—Give the name of person who will oversee the project and serve as a contact for reports. Include project director's e-mail address.

Project Title—Provide a brief title for your project.

Total population of legal service area—Using the *Statistical Report of Missouri Libraries, Statistics for Fiscal Year 2000*, give the population of the legal service area for all participating agencies.

Estimated number of persons to be served by this project—Give a realistic estimate, based on the best and most current information available, of the number of targeted people the project will reach. The Missouri State Census Data Center website may be found at:
<http://www.oseda.missouri.edu/mscdc/index.html>.

LSTA funds requested—Show the total amount of grant funds you are requesting. Round to the nearest dollar.

Project description—Provide a concise description of your project, not to exceed 250 words. Include key information from each section of Part II, with emphasis on the program activities.

Part II—Narrative

This is the most important part of your application. Attach additional sheets with your responses. Organize your narrative using the numbers and headings shown in the application. Type the library's name in the upper right-hand corner of each additional sheet. Add page numbers. Staple sheets to application form in upper left-hand corner. Do not use binders, folders, or notebooks. Type and double-space.

Part III—Signatures

Signature of Library Director—The application must be signed by the administrative head of the library, i.e., the library director, or other administrator, **in blue ink**.

Signature of Library Board President—The library board president must sign the application form, **in blue ink**. This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the library board understands and approves the intent of the grant and will allow the designated project director to oversee the project.

MISSOURI STATE LIBRARY
Library Services and Technology Act (LSTA) Grant Program
Spotlight on Library Programs
Grant Application
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Project # _____

Please type.

PART I

Name of library: _____
Federal Tax I.D. # (TIN) _____

Address: _____

City: _____ County: _____ Zip code: _____

Phone: _____ Fax: _____

Library director: _____

Project director (contact person): _____

E-mail address/phone of project director: _____

Project title: _____

Total population of legal service area: _____

Estimated number of youth to be served by this project: _____

LSTA funds requested: \$ _____

Local funds to be used (optional) \$ _____

The library is applying for grant funds to conduct a program for (check ONLY one):

☐ children ages 2 – 11 ☐ youth ages 12 – 18 ☐ general adult ☐ families ☐ seniors

Project description (not to exceed 250 words):

YOU MUST USE THIS SHEET AS PAGE 1 OF YOUR APPLICATION!

Application deadline: see page 3 of Guidelines

PART II: NARRATIVE

Attach additional sheets with your answers to the following items. Include the library name in the upper right-hand corner of each sheet. Number your responses to correspond with the numbers below. Please type, double space and number the pages.

Introduction

1. Briefly describe your community's need for this project. (maximum 1 page)
 - a. If the program is tied to a special event, such as summer reading program, Black History Month, or National Library Week, briefly outline your goal for the special event. Explain the connection between your proposed program and the special event, providing a reason for choosing the program. If the program is not tied to any special event, why did you choose this program?

Project Narrative

2. Describe your proposed project.
 - a. Provide a thorough description of the program for which you are requesting funding, including names of presenters and indicating the age range of the target audience.
 - b. Indicate how the program will promote library services or stimulate an interest in reading, books, or library technology. What activities will you conduct to ensure a connection between the program and library service or reading?
 - b. Provide a proposed schedule of implementation, including tentative dates for project activities. Identify the locations/branches at which the program will be implemented.
3. How will you attract an audience? Outline the promotional strategies you will use to encourage attendance by the targeted audience.
4. If partnerships will be sought to implement the project, provide a list of community entities with which the library will cooperate and explain why these partners have been chosen. Describe what each partner will contribute to the project. Attach a letter of support from each partner, written to the project director, outlining the partner's commitment, including any contributions of resources.

Evaluation

5. Present a plan to determine the impact the project will have. What difference has the project made on the target audience and the community?
 - a. Quantitative and qualitative assessments are encouraged.
 - b. Append a sample evaluation form, if one is being used.

Budget

6. Using the budget worksheet provided with this application, include a line-item budget. Round all figures to the nearest whole dollar. Check your math! LSTA funds may not be used for administrative overhead, "door prizes," "incentives," or any type of "gift" to presenters, participants, or libraries. The addition of local funds is encouraged but not required. If local funds will be added to the project, list them on the first page of the application in the space provided.
7. Provide a budget narrative explaining all anticipated project costs listed on the budget worksheet. Provide justification for all costs and a *thorough* description of each budget item. Requests for speaker/presenter costs must include speaker/presenter names, fees, and a thorough summary of travel expenses. Requests for staff costs must include justification for additional staff hours, the rate at which staff will be paid, and the total number of hours staff will work. *Provide explanations for both federal and local funds.*

Library _____

BUDGET WORKSHEET: LSTA SPOTLIGHT ON LIBRARY PROGRAMS GRANT APPLICATION

| Budget Item | Amount per site | Number of proposed sites | Total Requested |
|---|----------------------------|---|----------------------------|
| Speaker honoraria and expenses | | | |
| Programming supplies and materials | | | |
| Promotion, mailing, photographic, and printing costs | | | |
| Production or exhibit expenses | | | |
| Staff costs (see guidelines about staff costs in the Grant Program Information and Guidelines) | | | |
| Other (specify) | | | |
| TOTALS | | | |

*Libraries awarded project funds will have the authority to move up to \$100 between line items within their **final** proposed budgets.*

PART III: CERTIFICATION AND SIGNATURES

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying library. By signing this application, the library board acknowledges compliance with and agreement to all eligibility requirements.

Type name of Library Director

Type name of Library Board President

Signature, above official (in blue ink)

Signature, above official (in blue ink)

Date

Date

Mail completed applications to:

LSTA Grants Officer
LSTA Grant Application
Missouri State Library
600 West Main Street, P.O. Box 387
Jefferson City, MO 65102-0387

Application deadline: See page 3 of Project Guidelines, above

For State Library use only:

_____ Approved

_____ Not Approved

\$_____ Amount Awarded

ATTENTION: You must use pages 7, 9, and 10 as part of your application! To complete this application, attach numbered pages with responses to items in Part II.